

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 08/16/16

CLOSING DATE: 08/23/16 (4:30 PM)

SCDC INTERNAL TITLE: INDUSTRIES SUPV I SCDC POSITION #: 013323

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0700 AM - 0400 PM

LOCATION: WATEREE FARM OPERATIONS, REMBERT (SUMTER) LEVEL 2

STATE JOB TITLE: PROGRAM ASSISTANT

STATE JOB CLASS: AH30

PAY BAND/LEVEL: 04 E

BAND: 04 SALARY RANGE \$ 026988 - \$ 049932 SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 031575 - \$ 032250 SCEIS POSITION #: 61016898

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND RELEVANT PROGRAM EXPERIENCE.

A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE REQUIRED PROGRAM EXPERIENCE.

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). THREE (3) YEARS IN OPERATING A TRACTOR TRAILER; TO INCLUDE TWO (2) YEARS EXPERIENCE IN ROUTINE AND MINOR MAINTENANCE ON VEHICLE AND RELATED EQUIPMENT.

DESCRIPTION OF DUTIES:

DRIVES AGRICULTURAL TRUCKS AND OTHER VEHICLES FOR FARM. RESPONSIBLE FOR VEHICLE READINESS FOR OPERATION, TO INCLUDE PERFORMING DAILY INSPECTION AND CLEANING OF ALL VEHICLES. ENSURES ROUTINE MAINTENANCE IS PERFORMED ON ALL VEHICLES. SUPERVISES LOADING/UNLOADING OF PRODUCTS, MACHINERY AND SUPPLIES. ENSURE SAFETY AND SECURITY OF ALL VEHICLES AND INMATES UNDER POSITION'S SUPERVISION. MUST HAVE A CLASS "A" CDL.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING

MUST HAVE A CDL CLASS "A"